

DIRAUX NOTES

A Publication of the 13th District Auxiliary Office

OCTOBER 2003

FROM THE DIRECTOR

LCDR Kelly A. Boodell

DISTRICT MEETING: If you were at the District meeting, then you would know that Admiral Garrett presented the keys to a 24 foot, twin 150 hp engine SEA ARC and trailer to the Auxiliary. It is our first CG OWNED AND MAINTAINED, *Auxiliary Operated facility* in the District. This will be used as a prototype. It will be initially located in Bellingham, WA, however there will be many teams of crew cross-trained in its operations! If you were at the meeting you would know this because it was parked in the parking lot of the hotel! So Congratulations! If you were at the District meeting you would have met my staff who were all there to answer your questions! They will be at the next district meeting in CLACKAMUS OR, so, come meet them and ask them the questions that you have! IF you were at the District meeting, then you would have seen the Division Captains leaving with HUGE boxes filled with ORANGE anti-exposure suits (called PPE.) We handed out almost 300 sets of PPE and have ordered another 45k worth of PPE that will be arriving soon. Each Division Captain received enough video tapes for each flotilla so that each flotilla has its own Sexual Harassment Prevention video tape, the written book is being mailed to each of you. Radios were handed out as well! So, the important point that I am trying to make is that we are listening to you, we are trying to deliver the deliverables. Now, it is your turn. Continue to fill out the inventory requests, continue to be involved, for goodness sake record your hours and continue to assist us in asking for what you need in order better perform your missions, fill out those wish lists and please continue to report! It makes all of the difference in the world!

BACKGROUND CHECKS: The Coast Guard is implementing a new requirement that both new and current members of the Coast Guard Auxiliary pass a security check. We are fully supportive of this initiative and think it will serve to further raise the credibility and image of the Auxiliary and to open up new opportunities that have been unavailable because of the security clearance requirement. This is a very positive move that will better integrate the Auxiliary into a myriad of duties, especially with Homeland Security missions that require clearances. The new requirement is similar to those the Active Duty, civilians and Reserves must already meet. In addition, the Civil Air Patrol, auxiliary to the U.S. Air Force, has for years required its applicants to undergo fingerprint checks. The details regarding implementation are currently being developed. Please stand by and be patient while this process is ongoing. I will share details as I learn them.

MAINTENANCE LOGS: Please start keeping records in log books of your facility underway time and maintenance records. It would be pre-mature for me to tell you that maintenance is coming, or, that reimbursement for catastrophic losses that occur while NOT on duty, is coming. However, there is a lot of discussion on the topic. The better your records, the better you will be able to document a failure in hopes of it being reimbursed. Trust me, you will not be wasting your time!

CAR TABS: The Coast Guard has developed a silver tab to place next to the CG decal for Auxiliarists that will be available next year.

CONGRATS TO OUR D13 ISAR TEAM!!! YOU ROCK!!!!!! We put up a very good show You have made all of us on D13 proud!

FROM OPERATIONS AND TRAINING

CWO4 Paul Bellona

D-13 ISAR TEAM: Congratulations to our D13 ISAR Team of Kriss Anderson (Div 5), Dave Browning (Div 5), Kristy Cough (Div 5), Dan Repp (Div 3) for doing such a great job in St John, Newfoundland. Overall the team took Second Place behind the Canadian team from Newfoundland and was the Number 1 USA Team. The D13 Team took top billing for the USA Teams in the SAR Planning and the #2 Heaving Line events. Besides having all that fun with the other teams, it looked like all their hard work and training paid off for them as they bring home the "bacon"!!!!!!

AUXDATA CHANGES: For those people who change their e-mail addresses, mailing addresses, or phone numbers, ensure that you also make that change in AUXDATA or ask your DSO-IS to help you make the change so it will be updated for further mailings and directories.

POMS UPDATE: All FSO-OP's are authorized to request patrol orders and input reimbursement data on the CG-5132 via POMS. This will take some of the load off of the SO-OP's and possibly help in the timely arrival of patrol orders from the Order Issuing Authority. If the FSO-OP isn't already hooked up and using POMS, contact your Order Issuing Authority or CWO Bellona so you can get POMS access and get the necessary training to request and complete patrol orders.

QE SESSIONS: Request and scheduling of a Standard QE session are done through the SO-MT or FSO-MT to the DIRAUX through the Regional QE. The SO-MT or FSO-MT or their delegate is responsible for the planning and coordination of these sessions. There are 3 types of QE sessions: Pre-scheduled, Standard, and Voluntary.

Pre-scheduled QE sessions are scheduled well in advance for long planning purposes. One session will be held in each division per year. The Eastern Area will hold up to 3 sessions between 1 Jun and 30 Sep, the Northern Area will hold up to 4 sessions between 1 April and 30 June and the Southern Area will hold up to 3 sessions between 1 April and 30 June. The Regional QE will select the dates for these sessions within their area with the concurrence of the RCO and Division Captains. The Division Captains will be responsible for selecting the location and designating a host flotilla. The SO-MT will be responsible for the logistics and coordination of the session. The SO-MT may delegate this responsibility to the flotilla level. The Regional QE will forward the dates for the Pre-scheduled sessions to DIRAUX prior to 31 January so DIRAUX can publish these sessions in DIRAUX NOTES and on the D13 Auxiliary Web Site.

Standard QE sessions are scheduled by the SO-MT or FSO-MT by submitting the request to DIRAUX via the Regional QE at least 30 days prior to the requested date. These dates will be published if time permits. The SO-MT or FSO-MT or their delegate is responsible for the planning and coordination of these sessions.

Voluntary QE sessions are authorized and encouraged. This type is designed to accommodate a candidate or candidates that may need to have tasks signed off on short notice and cannot meet the requirements for requesting a Standard QE session. These sessions may be held with only 1 candidate, but should not exceed 3 candidates and will normally be assigned 1 QE. A member or members desiring to schedule a Voluntary QE session still must submit their request to their FSO-MT or SO-MT who in turn must obtain approval from the Regional QE and DIRAUX. DIRAUX will issue travel orders to the assigned QE and non-reimbursable patrol orders will normally be issued for Auxiliary facilities participating in the session.

2003 OPERATIONS WORKSHOP: Even though a person qualifies as a Boat Crew Member or Coxswain during the year or after the deadline (June 30 in 2003) for the Operations Workshop, they must still be given the Operations Workshop to receive patrol orders. So, if you haven't received the 2003 Operations Workshop you should make every effort to receive it, so contact your Division or Flotilla Operations Officer. Please pass to everyone qualifying in the Boat Crew Program that everyone will be required to have the 2004 Operations Workshop or they will not be certified to receive orders.

PERSONAL PROTECTIVE EQUIPMENT (PPE): All flotilla's are reminded to keep sending in their request for PPE, so DIRAUX can send them the gear when it receives funding and it comes in. This will be done on a first come basis, except for some of the Divisions/Flotillas that have sent their request in and have not received any PPE this year (it will be coming). Those Division Captains that took extra PPE to hand out to their flotillas from the District Meeting, ensure that DIRAUX receives back DD-1149's (I will send some blank ones in the mail if you need) or a receipt for them, or no other PPE will be issued to those Divisions until the DD-1149's/receipt are received at DIRAUX.

PEPIRBs: I will be starting to deliver the 75 Personal Emergency Radio Beacons (PEPIRBs) I have on hand to qualified coxswains throughout the 13th District. They are being given out to coxswains that have the most underway hours first, and they down from there. The PEPIRB's will remain as Coast Guard property and receipts will be signed prior to them being turned over. They must be returned if you let your qualifications lap or when you get out of the Coast Guard Auxiliary. I anticipate receiving 75 more PEPIRBs from COMDT (OCX) within the next month or two and they will be handed out too.

IQ TO BQ: Any Auxiliarist wanting to work in Operations (Boat Crew Program, Air Program, Instructor, Vessel Examiner, ect.) must be BQ'd, which means you must have taken a Boating Safety Class. About the only waiver on this is having a current Merchant Marine license. If you are not sure if you are IQ or BQ, check AUXINFO or check with your SO-IS to find out.

EXCESSIVE HOURS: Those Auxiliarist who are counting standby hours for the First Responder Program cannot count these hours on their 7030's anymore. The word I received from National, the only hours that count are those that are actively involved in a mission (such as watch standing, being underway, galley activities, etc.). Those Auxiliarist who have utilized these standby hours, should contact the SO-IS and get them removed from AUXDATA.

FROM THE OFFICE MANAGER

SK1 Holly Boehme

TRAVEL INFORMATION: As per Coast Guard Regulations all travel claims must be submitted 3 days after travel. I am asking members to submit their claims 5 days after you travel. A set of orders is like a written check and the check needs to be paid and cleared. Any set of open orders that is older than two months will be cancelled and closed. It is your responsibility to submit travel claims. The Auxiliary Office will lose funding and training opportunities if I don't keep the account current, and I can't keep the account current if travel claims are not processed in a timely manner.

Direct Deposit is the fastest way for members to get paid. If you are still receiving checks, then you can expect to wait up to 30 days after the claim leaves my office, not your house. Email me if you need the form or check out the Aux website.

Copies of travel claims must be kept for 6 ½ years per IRS and Coast Guard regulations. Should one of these agencies come back and audit your claim and you have no paperwork, you will be responsible to repay the government.

Email is the preferred method of communication. Orders will be sent out via Email. If you are expecting orders, check your email account often. You need to have the most updated Acrobat Reader installed on your computer to open the files. If you don't have an email account, don't worry the orders will be mailed to you. If you have travel claim problems you can email me at Hboehme@pacnorwest.uscg.mil If you don't have email, you can call me at 206-220-7080

You need to include the tone and problem you are having. For travel claim payment status you can call 800-564-5504

TRAINING NEWS If you are interested in SmartForce which is an online training tool, (if you don't know what SmartForce is, visit their website at <http://www.smartforce.com> You can email SmartForce and give your name, employee id #, email, flotilla #, and phone#. They will run you thru a verification process and then set up an account with a logon ID and password.

SmartForce@tcyorktown.uscg.mil

FROM THE DESK OF

Mr. Charles K. Claytor

ID CARDS: As Ms. Shirley Blanchett explains in her paragraph, the importance of ID Cards cannot be overstated. New members are critically important, because we cannot issue a certificate and letter without the new member ID Card. Although, when we receive a new member application that is complete, with the exception of a photo and photo application, they are issued an Auxiliary ID number and are officially members. Please be sure to study the policy concerning Auxiliary Photo's before submitting them to DIRAUX.

ANNUAL SERVICE PERFORMANCE AWARDS: Many of you have already received the 2001 Annual Service Performance Awards (ASPA) not to be confused with the Sustained Service Awards (SSA). The 2002 year has been completed and will be mailed just as soon as we receive a few more certificates to print them on. The year 2003 will hopefully be completed before the end of the year.

RETURNED MAIL: On several occasions DIRAUX has sent mail to our Auxiliary members only to have it returned because of an incorrect address. Please ensure that our AUXDATA Member information is current and up to date.

FROM THE DESK OF

Ms. Shirley Blanchett

DISENROLLMENT REQUESTS: Historically two-thirds of all disenrollments are submitted between August 1 and December 31st. ***Disenrollment requests need to be submitted to DIRAUX by a deadline of October 15th.*** In anticipation of heavy activity we request that you submit your disenrollment paperwork early to allow sufficient time for processing. All Disenrollments must be processed **before** December 31st to prevent the active flotilla members from being obligated to pay the Division, District and National dues for them. Flotilla Commanders are required to sign the ANSC 7035 form and forwarded it to our DSO PS Carol Grassl. She reviews the forms, and recommends DIRAUX action. Only the DIRAUX office staff is authorized to process such requests. This is National Auxiliary Policy.

PROGRAM QUALIFICATION AND CERTIFICATION: A basic level knowledge of boating is required to enter any of these Auxiliary programs. The Auxiliary Manual states: "All Instructors, Vessel Examiners, Aids to Navigation Verifiers, Marine Dealer Visitors, Boat Crew and Coxswains, Pilots, Air Crew and Air Observers, Commercial Fishing Vessel Examiners and/or Telecommunications Operators must have completed the Auxiliary's Basic Skills and Seamanship (BS&S), Sailing Fundamentals (SF), Sailing and Seamanship (S&S) or Boating Safely Course (BSC), the USPS basic boating course, or challenge and pass the BS&S, SF, or S&S closed book exam to begin qualifying in any of these programs." Proctors and QE's need to check member records to insure that one of these courses has been completed before signing off on the completed tasks and submitting paperwork to DIRAUX. However, DIRAUX may waive this requirement for non-boaters who teach non-boating member training or PE classes.

ID CARDS: In June of this year DIRAUX implemented a program to convert to the new Auxiliary ID cards. DIRAUX has now completed approximately half of District 13's new identification cards. While most flotilla have responded to our request for electronic pictures and ID card forms there are still ten flotilla that have not responded, and twelve more flotilla that have submitted for only small portions of their flotilla. DIRAUX will be unable to issue current Auxiliary ID cards without the necessary pictures and ID card forms. Please contact Shirley Blanchett, e-mail address: Sblanchett@pacnorwest.uscg.mil phone (206) 220-7088 or Charles Claytor, e-mail address CKClaytor@pacnorwest.uscg.mil , phone (206) 220-7087 for the information necessary to comply.